

## Finance & Accounting

**Background Information:** Institut Pasteur du Cambodge (IPC) is a Cambodian non-for-profit research institution established in 1953, IPC is today a scientific research establishment declared of public utility placed under the high patronage of the Ministry of Health of the Kingdom of Cambodia and under the responsibility of the Institute Pasteur on the scientific and technical levels. IPC is a member of the Pasteur Network, which brings together 33 institutes present on five continents. It shares the Pasteurian values and the ethical charter to which the Pasteur Institutes are bound. IPC has more than 250 employees, including about 30 expatriates of 10 nationalities and includes 5 research units. It carries out research activities in health biology, public health and service activities (Medical Biology Laboratory, vaccinations and water and food analyses) and training.

**Job Family:** Administration & Support

**Sub-Job Family:** Finance & Accounting

**Overview:** Jobs in this sub-job family operate in a procedurally defined environment dealing with the regulation, reporting and management of IPC's financial and accounting activities and ensuring compliance with all relevant regulatory, legislative and professional accounting standards and requirements. Jobs at high levels of the sub-job family apply professional financial and accounting expertise and high levels of analytical and innovative thinking to provide sound professional financial and accounting advice to support management.

Jobs in the sub-job family are predominantly differentiated by complexity of tasks undertaken, supervisory scope, magnitude of the allocated area of responsibility and the skills and experience needed.

Level	Profile	Purpose
1	<b>Accountant</b>	Job holders at this level work within a tightly controlled procedural framework to post financial transactions according to defined procedures and instructions while ensuring the accuracy of financial data and compliance to all internal / regulatory protocols. The focus of job holders at this level is on developing an understanding of IPC's finance and accounting workflows.
2	<b>Senior Accountant</b>	Job holders at this level carry out accounting tasks independently but are subject to supervision. They post financial transactions and reconcile accounts to ensure the accuracy of financial data and compliance with all internal / regulatory protocols. Job holders may have responsibility for the instruction and guidance of other junior accountants engaged in routine work.
3	<b>Deputy Finance &amp; Accounting Manager</b>	Job holders at this level are experienced professionals capable of operating with minimal supervision and working within guidelines and procedures and are expected to autonomously prepare more complex, specialised or ad hoc reports. They reconcile accounts and produce financial / accounting reports to ensure that financial data is available for IPC management thus supporting decision-making processes while also ensuring compliance with all relevant internal and statutory controls.
4	<b>Finance &amp; Accounting Manager</b>	Job holders at this level manage a team to ensure the accuracy of financial & accounting data and the maintenance of all internal / regulatory and professional reporting standards. They are primarily concerned with the delivery of day-to-day accounting services with the additional requirement to solve accounting issues escalated from more junior levels.
5	<b>Finance &amp; Accounting Director</b>	Job holders at this level manage finance & accounting activities of a number of departments within the organisation to ensure that IPC fulfils its internal and external regulatory requirements and provides all required financial & accounting information to the business in an accurate and timely manner. Jobs at this level are required to provide analyses, studies, and counsel on all matters of potentially significant financial impact on IPC and to resolve inter-departmental conflict and represent the department internally and externally.

## Level 4: Finance & Accounting Manager

### Job Purpose:

Job holders at this level manage a team to ensure the accuracy of financial & accounting data and the maintenance of all internal / regulatory and professional reporting standards. They are primarily concerned with the delivery of day-to-day accounting services with the additional requirement to solve accounting issues escalated from more junior levels.

### Accountabilities:

Description	Key Result Areas
1. Manage an area / team organising and supervising the activities and work of subordinates to ensure that all issues and problems are resolved rapidly and effectively, and subordinates adhere to internal operational policies and procedures.	<ul style="list-style-type: none"> <li>• Audit of adherence to policies and procedures.</li> <li>• Constructive internal / external customer feedback.</li> <li>• Team productivity and area effectiveness.</li> </ul>
2. Provide leadership to the department (i.e., setting individual targets, reviewing performance, and providing ongoing feedback on a formal and informal basis) so that all subordinates are aware of what they are required to achieve and how they are performing against their individual targets.	<ul style="list-style-type: none"> <li>• Individual targets written for all subordinates within the timescales of the IPC's performance management process.</li> <li>• Improved frequency of performance feedback meetings with direct reports.</li> </ul>
3. Maintain an awareness of best practice techniques and tools in Finance & Accounting so that the team optimises for efficiency and provide high levels of service to internal stakeholders.	<ul style="list-style-type: none"> <li>• Implementation of best practice.</li> </ul>
4. Maintain an ongoing awareness of statutory and legal requirements (financial statements, govt. tax) and ensure that these are communicated to relevant IPC employees to ensure that the company fulfils its statutory and legal requirements.	<ul style="list-style-type: none"> <li>• Increase employee awareness in legal and statutory compliance.</li> </ul>
5. Manage the production of key financial statements for IPC according to stated schedules so that the company complies with statutory reporting requirements and senior managers in other departments are accurately informed of financial performance.	<ul style="list-style-type: none"> <li>• Financial statements produced according to schedule and accounting principles.</li> <li>• Accurate key information.</li> </ul>
6. Liaise with senior stakeholders in external bodies (e.g., regulatory authorities, external auditors) as required to ensure that any financial & accounting queries are answered in a prompt and efficient manner.	<ul style="list-style-type: none"> <li>• Timely provision of information to stakeholders</li> </ul>

**PASTEUR NETWORK**

7. Coordinate completion of internal and annual statutory audits as per agreed schedules so that IPC meets its statutory obligations and financial risk is minimised.	<ul style="list-style-type: none"> <li>• Satisfactory sign-off from external auditors.</li> <li>• Strong audit rating.</li> </ul>
8. Continually monitor financial & accounting systems, processes and workflows in order to identify opportunities for improvement, streamlining, and improving cost efficiencies.	<ul style="list-style-type: none"> <li>• Timely identification of opportunities and for corrective actions to be taken.</li> </ul>
9. Understand financial & accounting market trends / market conditions and assist in the identification and mitigation of risk.	<ul style="list-style-type: none"> <li>• Steps taken to mitigate financial &amp; accounting risk</li> </ul>

**Qualifications & Experience:**

- Bachelor's degree in accounting, finance or related field
- CPA is an added advantage
- 8-10 years of relevant accounting experience including research industry experience, of which at least 2 years in a team supervision role

**Technical Competencies:**

- Proficiency in preparing, reviewing, and interpreting financial statements, including income statements, balance sheets, and cash flow statements.
- A strong understanding of Cambodian International Financial Reporting Standards (CIFRS) to ensure compliance in financial reporting.
- Skilled in conducting comprehensive financial analysis, including variance analysis, to identify trends, risks, and opportunities.
- Skilled in budget preparation, financial forecasting, and variance analysis to support financial planning and decision-making.
- Knowledge of audit processes, internal controls, and the ability to implement and maintain strong control procedures for the department.
- Familiarity with financial software, systems, and tools to streamline financial operations and reporting.
- Knowledge in assessing and managing financial risk through understanding and implementing risk management strategies.
- Possess good communications skills to effectively communicate financial information to various stakeholders.
- Possess good leadership skills to effectively lead and manage a team.

**Behavioural Competencies:**

- Impact & Influence: Lead and inspire the team towards the desired results for the benefit of the department
- Initiative: Anticipating issues, adapting and creating solutions to minimise impact,
- Integrity: High level of ethical standards and integrity
- Teamwork & Cooperation: Working cooperatively in a team, encouraging colleagues / team members to do so as well.

<b>Representative Jobs:</b>
<ul style="list-style-type: none"><li>Accounting Manager</li></ul>